

## ARMY GUARD AGR VACANCY ANNOUNCEMENT

<b>MISSOURI NATIONAL GUARD HUMAN RESOURCES OFFICE ATTN: JFMO-HRA 2302 MILITIA DRIVE JEFFERSON CITY, MO 65101-1203</b>	<b>ANNOUNCEMENT NUMBER:</b> A04-179  <b>OPENING DATE:</b> 14 September 2004  <b>CLOSING DATE:</b> 5 October 2004
<b>TELEPHONE NUMBERS:</b> Commercial (573) 638-9500 ext. 7498 or (573) 638-9610 DSN 555-9500 ext. 7498 or 555-9610 Website: <a href="http://www.moguard.com">http://www.moguard.com</a>	<input type="checkbox"/> <b>Permanent Change of Station (PCS) is not authorized for this position.</b> <input checked="" type="checkbox"/> <b>Permanent Change of Station (PCS) may be authorized if in the best interest of the government.</b>
<b>POSITION TITLE/SERIES AND GRADE:</b> PDCN: NA  UNIT CLERK                      MOS: 75B20 SERGEANT (E5)	<b>LOCATION:</b> <b>SPMD:</b> NA  CO C (-DET 1), 935TH SPT BN (DASB) AURORA, MO            (UNIT WILL BE MOVING TO LEBANON, MO ON/ABOUT JANUARY 2005)
<b>SALARY:</b>  <b>IAW Current Rank and Active Duty Pay Documents</b>	<b>FOR MORE INFORMATION:</b>  (417) 588-2058
<b>OPEN AREA (S) OF CONSIDERATION:</b>  <b>AREA (3)</b>	<b>REQUIRED SECURITY CLEARANCE:</b>  IAW Appropriate Regulation
<b>DEFINITION OF AREAS OF CONSIDERATION:</b>  <p><b>AREA 1</b> = Applications will be accepted ONLY from current (ON BOARD) AGR MOARNG members.</p> <p><b>AREA 2</b> = Applications will be accepted ONLY from current (ON BOARD) MOARNG members (Technicians and AGR).</p> <p><b>AREA 3</b> = Applications will be accepted from ALL SOURCES (M-Day, Technician and AGR).</p> <p><b>Applicants <u>will not</u> make plans to enter the Active Guard/Reserve (AGR) Program until the Human Resources Office formally notifies the applicant and selecting official.</b></p> <p>Individual selected will be ordered to Full Time National Guard Duty in an Active Guard/Reserve status under provisions of Title 32, U.S.C., Section 502 (f). The Missouri National Guard is an Equal Opportunity Employer.</p>	
<b>APPOINTMENT FACTORS:</b>  <p><b>MILITARY OCCUPATION SPECIALTY (MOS): 75B</b> (NOTE: If not currently MOS qualified, selected individual has one (1) year from date of selection to become qualified.) Individual must meet the following: physical demands rating of moderately heavy, physical profile of 323222, a minimum score of 95 in aptitude area CL and the ability to type at a minimum speed of 20 net words per minute. Applications will be accepted from individuals who meet the prerequisites outlined in NGR 600-5, DA Pam 611-21 and AR 135-18.</p> <p><b>CURRENT MILITARY GRADE REQUIREMENTS:</b> Only promotable E3 thru E5 members may apply.</p> <p><b>PROMOTION POTENTIAL:</b> The known promotion potential for this position is <b>Sergeant (E5)</b>.</p> <p><input checked="" type="checkbox"/> <b>NOTE: MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED.</b> <input type="checkbox"/></p>	

**DUTIES AND RESPONSIBILITIES:** Type military and non-military correspondence, messages, orders, reports, regulations, forms, requisitions, directives, SOPs and similar material. Material is typed in both draft and final copy, using hand written notes, drafts, verbal instructions or other sources to produce copy. Review DD Form 93. Monitor suspense actions to ensure completion. Prepare administrative, technical and personnel reports. Ability to consolidate and analyze data. Ability to review and process personnel data. Type a minimum of 20 net words per minute. Should be familiar with the various military forms, records and other material required in the completion of assigned work. Perform other duties as assigned.

**TOUR CONTINUATION:** Applicants are advised that consideration for continuation of their tour beyond the initial period is dependent upon satisfactory performance, successful completion of required course of instruction and continued compliance with weight standards of AR 600-9. Approval of initial tour as well as request for tour renewal is at the discretion of the Adjutant General.

### **SUPPLEMENTAL INFORMATION:**

1. NO UNFAVORABLE PERSONNEL ACTION PENDING (FLAGGED). IAW AR 600-8-2 and AR 135-18.
2. Applicants will not make plans to enter into or move within the Active Guard/Reserve (AGR) Program until the Human Resources Office formally notifies the applicant and selecting official of a hire/reassignment date.

### **TECHNICIAN AND M-DAY APPLICANTS MUST:**

1. Must meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards) and the physical demand rating and qualification for award of the announced MOS. Meet height and weight standards of AR 600-9. Be medically certified as drug free, test negative for HIV and not be pregnant in accordance with AR 40-501 and AR 600-110.
2. Be able to serve at least three years on active duty status prior to completing 18 years Active Federal Service and be able to serve five years on active duty prior to mandatory removal based on age or service.
3. Must be at least 18 years of age and not have reached your 55th birthday. Must not be receiving any military retired pay.
4. Must be able to pass the Standard Army Physical Fitness Test (APFT).
5. Must not have been involuntarily released from AD or FTNGD including AGR status. If voluntarily released from the AGR program one year must have elapsed since the date of the release.

### **INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING THE FOLLOWING REQUIRED FORMS:**

1. **NGB FORM 34-1** (1 Oct 02) (APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION). **POSITION ANNOUNCEMENT # MUST BE COMPLETED.**
2. **Copy of DA Form 705** (ARMY PHYSICAL FITNESS TEST SCORE CARD).
3. **Copy of DA Form 2-1** (PERSONNEL QUALIFICATION RECORD). (Include copy of ASVAB scores.)
4. **Copy of most recent physical examination** (SF 88 and SF 93 or DD Form 2807-1 and DD Form 2808) and a statement explaining any changes in medical status or any medical treatment since last physical examination. Include a copy of your DA Form 3349 (Physical Profile) and MOS Medical Retention Board results (if applicable) and if you are over 40 years old, a copy of your cardiovascular screening. Must provide a copy of DA Form 5500-R (Body Fat Worksheet) if applicable. **If you have ever applied for, have ever received or you are currently receiving disability compensation or a disability rating; all documentation from VA must be provided.**
5. **Copies of last three (3) NCOER'S or OERS** and/or a statement by unit commander as to member's character of service.
6. **NGB Form 23 (RPAS STATEMENT) and provide copies of DD Form 214 and NGB Form 22 if applicable.**

**CAUTION:** If your application does not provide all the information requested on the forms and documents listed above, you may lose consideration for the job. ONLY complete applications will be considered. Incomplete applications will be returned to the applicant. Applicants are responsible for maintaining a copy of their application.

**COMPLETION OF APPLICATION:** Applicants must type or print in legible dark ink and SIGN AND DATE each application. Failure to sign and date these forms in ORIGINAL SIGNATURE will result in return of the application without action. Applications will only be accepted if they are physically received in the Human Resources Office by close of business on the closing date of the vacancy announcement. A separate application is required for each vacancy announcement.

**MAILING APPLICATIONS:** Submit your application to: Missouri National Guard Headquarters, ATTN: JFMO-HRA, 2302 Militia Drive, Jefferson City, MO 65101-1203. Federal law prohibits the use of government envelopes, postage or facsimile for submission of applications or resume' for this vacancy announcement.

**ATTENTION CURRENT BONUS RECIPIENTS:** Acceptance of an AGR or technician position could cause the termination of your bonus. Questions pertaining to your bonus should be directed to the State Incentive Manager.

THIS ANNOUNCEMENT WILL BE CALLED TO THE ATTENTION OF ALL ASSIGNED PERSONNEL AND POSTED IN A TIMELY MANNER ON ALL BULLETIN BOARDS